HRORG
Organizational Management

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AN AASIS TRAINING GUIDE

Organizational Management

ASC Course Code HRORG

- **Course:** Organizational Management
- **Courseware Items:** Core Curriculum
- **Change Summary**
  Changes made to this document are summarized in the
  following table

Version Control Sheet

Date	Change	Reason For Change	Updated Version	Pages Effected
4/03/01	Courseware developed and published			
6/24/03	Entire courseware updated	Modified entire courseware	2.0	All

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AASIS Support Center, Diane Jolley,
   06/24/03 Revised to V2

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CLASS DESCRIPTION

Course Title: Organizational Management
Course Code: HRORG
Duration: 2 Days
Hours: 14 Hours
Audience: Agency Org and Comp Mgmt and Agency Org and Comp Specialist
Prerequisites:
- Basic PC and Microsoft Windows skills
- AOBN - AASIS Overview and Basic Navigation
- HRO – Human Resources Overview

The **Organizational Management** course is intended to enable participants to maintain organizational structure and reporting structure; process crossgrades, downgrades and restorations of positions; maintain cost center and cost distributions; and generate reports.
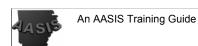
Throughout this course, you will receive detailed lecture, demonstration, and practical exercises. By placing emphasis on hands-on participation, you will be equipped with the necessary skills that will enable you to execute transactions to meet the State of Arkansas basic business requirements that are processed in AASIS.

ORGANIZATIONAL MANAGEMENT PROCESSES & ROLES

TRANSACTION	PROCESS	ROLE
PPOM_OLD	Change an Organizational Plan	Agency/CLJ Org and Comp Specialist
PPOS_OLD	Display an Organizational Plan	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
PPOM_OLD	Rename an Organizational Unit	Agency/CLJ Org and Comp Specialist
PO13	Change the Master Cost Center of a Position	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
PO13	View the Master Cost Center of a Position	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
PO13	Change the Cost Distribution of a Position	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
PO13	Create a Cost Distribution of a Position	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
ZPAOS1	Perform a Crossgrade on a Position	Agency/CLJ Org and Comp Specialist
ZPAOS1	Perform a Downgrade on a Position	Agency/CLJ Org and Comp Specialist
ZPAOS1	Perform a Restoration on a Position	Agency/CLJ Org and Comp Specialist
PPO4	Display a Reporting Structure	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
PPO3	Change a Reporting Structure	Agency/CLJ Org and Comp Specialist
ZPAOSR0001	Position Control Report	Agency/CLJ Org and Comp Mgmt. and
		Agency/CLJ Org and Comp Specialist
ZPMISMATCH	HR Employee Position data Mismatch Report	Agency/CLJ Org and Comp Mgmt. and

COURSE OBJECTIVES

➢ By the end of this course, you will be able to:

- Explain Organizational Management terms and concepts
- Display an Organizational Plan
- Change an Organizational Plan
- Change the master cost center of a position
- Change the cost distribution of a position
- Perform crossgrades, downgrades, and restorations
- Display a Reporting Structure
- Change a Reporting Structure
- Generate a Position Control report
- Generate an HR Employee Position data Mismatch report

CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.

To receive your certificate, you will be required to:

1. Complete a true or false test.
2. Create a new Organizational Unit and move one position into this Organizational Unit.
3. Change the Master Cost Center and the Cost Distribution of a position.
4. Perform a Crossgrade on a position.
5. Generate a Position Control Report.